

APPLICANT/GRANTEE CODE ASSIGNMENT PACK

All **NEW** applicants for equipment authorization of radio frequency devices, **except for advance approval of subscription TV systems**, must pay a **one** time fee for assignment of an applicant/grantee code. The applicant/grantee code will be the first three characters of the FCC Identifier (FCC ID) **proposed** by applicants when submitting FCC Form 731 (Application for Equipment Authorization).

NEW applicants for authorization of equipment that is subject to **CERTIFICATION, TYPE ACCEPTANCE and NOTIFICATION** are encouraged to obtain a code *prior* to submitting FCC Form 731 to avoid administrative processing delays. See Section 2.926(c) of the Rules.

DO NOT SUBMIT A REQUEST FOR A CODE IF:

1. You already have equipment authorized under an FCC ID. If so, your code is the **first three characters of the FCC ID** specified on the Grant of Equipment Authorization (FCC Form 731A) and is assigned permanently to your company for use in submitting FCC Form 731 for authorization of all radio frequency equipment subject to Certification, Type Acceptance and Notification.
2. Your filing requires a form **other** than FCC Form 731.
3. Your equipment is **not** subject to **CERTIFICATION, TYPE ACCEPTANCE or NOTIFICATION**, or you have elected to have **personal computing equipment (personal computers and peripherals)** authorized under the Declaration of Compliance (DoC) procedure.
4. There has been a change in your name and/or address since your code was assigned and you have not reported the change(s). Submit change(s) **immediately to the address below and include a copy of your code assignment letter/notification**. Note that failure to report name and/or address change(s) is a violation of Section 2.934 of the Rules. No fee is currently required to change name and/or address.

Address all inquiries concerning radio frequency equipment approval processes to the address below.
DO NOT SEND INQUIRIES TO THE FEE ADDRESSES IN PENNSYLVANIA.

Federal Communications Commission
Applications Processing Branch
7435 Oakland Mills Road
Columbia, MD 21046
Telephone: (301) 725-1585 - Facsimile: (301)344-2050

DO NOT SUBMIT FCC FORM 731 FOR ADVANCE ASSIGNMENT OF A CODE. Please follow the attached filing procedures to avoid a delay in receiving your code. When your code is assigned a complete filing package will be sent with the Notification of Code Assignment.

Please note that names and addresses of prospective applicants **will not** be assigned from applicant's letterheads and Form 159 information. **Requests for special codes cannot be honored.**

Attachments:
Filing Procedures
Sample Forms 159
Forms 159(2)

Ext: 7/94
Edited: 9/96

FILING PROCEDURES FOR GRANTEE CODES

The **prospective applicant shall submit a signed and dated letter** that includes the information below:

(a) The **complete, legal business name and the address** that will be used on FCC Form 731 when submitted. Do not report trade names used for marketing purposes as legal business names. Names reported may include commonly used abbreviations, e.g., John Doe Company Incorporated - John Doe Co Inc., due to space limitations in computer data fields.

(b) The telephone and facsimile number(s), and the typewritten name and title of the party **at the prospective applicant's address** to whom the Notification of Code Assignment shall be addressed.

(c) If the prospective applicant wishes an authorized Agent to receive the Notification of Code Assignment provide the following:

- (1) company name and address of Agent,
- (2) name and title of the individual to whose attention the Notification should be addressed, and
- (3) telephone and facsimile number(s).

NOTE: Agents receiving the "Notification of Code Assignment" on behalf of prospective applicants, **must** forward the **original** "Notification of Code Assignment" to the prospective applicant.

(d) The type(s) of equipment authorization (certification, type acceptance or notification) that is applicable to the kind of equipment for which you intend to seek equipment authorization.

The **letter must be accompanied by:**

(a) A \$45.00 check, bank draft, or money order made payable to FCC, denominated in U.S. dollars and drawn on a U.S. financial institution.

(b) A completed FCC Form 159. See completed sample Forms 159 attached.

ASSEMBLE THE REQUEST AS FOLLOWS:

- (1) Place Form 159 on **top** of letter request;
- (2) **STAPLE** Form 159 and letter together;
- (3) **CLIP** check, money order, etc. (**DO NOT STAPLE**) on **top** of Form 159 and letter;
- (4) Submit request to one of the fee addresses below. Requests sent to any other address will be returned for submission to the proper fee address.

1. By Mail

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2. Hand-Delivery or Courier Service *

Federal Communications Commission
c/o Mellon Bank
Three Mellon Bank Center
525 William Penn Way
27th Floor, Room 153-2713
Pittsburgh, PA 15259-0001
Attn: Wholesale Lockbox Supervisor

* Requires special handling as follows: Address **inner** envelope with **address 1**. Place in **outer** envelope and address or deliver to **address 2**.